

IC 2003-1 TO AFI 36-2605, AIR FORCE MILITARY PERSONNEL TESTING SYSTEM

14 NOVEMBER 2003

★SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2003-1 (attachment 15). It changes HQ USAF/DPXPX office symbol to HQ USAF/DPX; changes WAPS AFPT emergency requisition procedures; changes the Basic Attributes Test (BAT) retest policy to allow one retest; clarifies the minimum number of days WAPS eligible personnel are authorized access to study materials prior to testing; changes the office primarily responsible for reviewing a nominee's derogatory information file for entries that would disqualify a senior NCO from serving as an SME on a promotion test development project to the MAJCOM; clarifies which Defense Language Proficiency Test personnel serving in either AFSC 1N3XX or 1A8XX are required to take if they fail to qualify in the language for which they hold the AFSC. Updates list of languages authorized foreign language proficiency pay. See the last attachment of the publication, IC 2003-1, for the complete IC. A bar (/) indicates revision from the previous edition.

★This instruction implements Air Force Policy Directive 36-26, *Military Force Management*, and Department of Defense Instruction (DODI) 7280.3, *Special Pay for Foreign Language Proficiency*. It prescribes all procedures for administering the Air Force Military Personnel Testing System and Foreign Language Proficiency Pay (FLPP) Program. Included are operating and administrative procedures, test administration and scoring processes, test control and security, and specific information and procedures for each personnel test available (see Attachment 2 through Attachment 13). This instruction applies to all components of the Air Force and is affected by the Privacy Act of 1974. The authority to request and maintain the data prescribed in this instruction is Title 10, United States Code (U.S.C.), Section 8013, *Secretary of the Air Force (Department of the Air Force)*. The following systems of records apply: F036 AFPC N, *Air Force Personnel Test 851, Test Answer Sheets*; F036 AFPC K, *Historical Airman Promotion Master File (MTF)*; F036 AFPC H, *Air Force Enlistment/Commissioning Records System*; F036 AF PC C, *Military Personnel Records System*; and *Joint Uniform Military Pay System (JUMPS)*. Failure to observe prohibitions and mandatory provisions in paragraphs 3.4., 5.7., 5.8., and 5.9. through 5.15. of this instruction by military personnel is a violation of Article 92, Uniform Code of Military Justice (UCMJ). Such failures by civilian personnel constitute a violation of Air Force Instruction (AFI) 36-704, *Discipline and Adverse Actions*. Refer to Attachment 1 for the glossary. The Paperwork Reduction Act of 1995 affects this instruction. The Forms Management Program per AFI 33-360, volume 2, *Forms Management Program*, affects this instruction. Process supplements that affect any military personnel function as shown in AFI 33-360, Volume 1, *Publications Management Program*. HQ USAF/DPX and HQ AFPC/DPPPWT must review all supplements to this instruction. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*. Send comments and suggested improvements of this AFI on AF Form 847,

Recommendation for Change of Publication, to HQ AFPC/DPPPWT, 550 C Street West Suite 9, Randolph AFB TX 78150-4711.

★OPR: HQ AFPC/DPPPWT (MSgt Brian Chasse)

★Supersedes: AFI 36-2605, 3 February 2003.

★Certified by: HQ AFPC/DPP (Col Steven F. Maurmann)

★1.19.5.7. Ensure they receive at least 60 days access to study materials prior to testing. *NOTE:* When a member signs the promotion testing Report on Individual Person (RIP), he or she is waiving the right to 60 days study time access even if he or she does not have the materials 60 days prior to test date. Member is also waiving the right to 60 days study time access if they have not initiated follow-up action to obtain study materials in a timely manner (at least 60 days before start of testing cycle).

★4.1.2. How to Submit a Requisition. Submit requisitions according to procedures in the AFPT Catalog. For promotion tests (SKTs, PFEs, and USAFSEs), submit requisitions as directed on the TCO Ops Web site at <https://www-r.omsq.af.mil/omd>. TCOs may make emergency requisitions by message to their MAJCOM TCO under time-sensitive circumstances. MAJCOM TCOs will then request test booklets from bases within their MAJCOM and have them sent to the requesting TCO.

★5.4.1.2. Personnel involved in test development, scoring, printing, and distribution. Agencies included are AFOMS/TE (for promotion tests and other special tests), HQ AFPC/DPPPW, and HQ USAF/DPX.

★5.18.2. Appropriate limited release of R&D test material is encouraged to aid test development and permit legitimate scientific discourse. Limited release includes release of test material or data to a contractor, university, research agency, governmental agency, oversight panel, etc., to promote either development of a specific test or scientific discourse related to the test. In all cases, there should be clear benefit to the Air Force and a strictly worded Memorandum of Agreement (MOA) to preclude further dissemination of the test materials. The MOA should include security arrangements and prohibitions against further release of the materials in whole, in part, or by incorporation in “spin-off” or parallel versions of the test. All requests for limited release must be forwarded, with a copy of the signed MOA, to HQ USAF/DPX for approval before a test can be released.

★5.20. Information Collections, Records, and Forms.

5.20.1. Information Collections. No information collections are created by this publication.

5.20.2. Records. No records are created by this publication.

5.20.3. IMTs Prescribed.

5.20.3.1. Adopted Forms/IMTs. AF IMT 847, **Recommendation for Change of Publication**, AF IMT 310, **Document Receipt and Destruction Certificate**, DD Form 1304.12K, ASVAB Worksheet, Standard Form 701, **Activity Security Checklist**, and Standard Form 702, **Security Container Check**.

5.20.3.2. Prescribed IMTs. AF Form 1566, **WAPS Test Verification**, AF Form 1780, **Request to Establish/Change Foreign Language Designated Position** and AF Form 1958, **Local Testing Answer Sheet**.

Attachment 3

BASIC ATTRIBUTES TEST (BAT)

★A3.1. Purpose. The BAT measures certain cognitive, psychomotor, and personality attributes predictive of success in Air Force pilot training programs. Nine BAT measurements, the AFOQT Pilot score, and flying experience are combined to formulate the PCSM composite score. The PCSM composite score is a percentile score ranging from 1 to 99 that reflects the ranking of each examinee compared to other examinees. For example, a PCSM score of 56 places the examinee equal to or higher than 56 percent and lower than 44 percent of other examinees.

A3.2. Description. The BAT is a battery of subtests administered on a computer test station. Examinees are required to respond to computerized tasks using a keypad and joystick. The BAT includes subtests that measure psychomotor coordination, cognitive abilities, and attitude toward risk.

A3.3. Personnel Tested. Test all applicants for Air Force pilot training programs. Allow about 1 1/2 hours to administer the BAT and give all examinees the entire battery.

★A3.4. Administering the BAT. Administer the BAT according to procedures specified by the BOM, HQ AFPC/DPPPWT, and the PCSM Program Management Office. Do not allow test proctors to administer the BAT or oversee its administration. Before having access to the BAT, all TCOs and TEs must take the BAT and have their scores recorded in their permanent records. When TCOs or TEs are eligible to apply for entry into a commissioning program, he or she must sign a disclaimer memorandum stating the following: "I understand that while I have access to the BAT, I will not be able to retake the BAT for application to a commissioning program or for any other program which requires official BAT data. I understand this prohibition will remain in effect for 6 months after my last access to any BAT CONTROLLED TEST MATERIAL." Include the SSN, date, and TCO account number in the disclaimer. A witness must also sign it. File the original copy of the disclaimer in the individual's records and provide copies to the MAJCOM TCO and HQ AFPC/DPPPWT. Do not take either of these actions if TCOs and TEs are ineligible for pilot training. However, TCOs and TEs must take a practice BAT as part of their training (refer to the BOM).

A3.5. Scoring the BAT. Transmit BAT data by e-mail to the PCSM Program Management Office for scoring. If e-mail transmission of BAT data is not possible, download the data to diskette and mail it to the PCSM Program Management Office as

outlined in chapter 4. The TPS automatically computes the PCSM score for those examinees with AFOQT scores.

A3.6. Updating Flying Hours. To update flying hours in the PCSM score, advise candidates to submit their requests to the PCSM Program Management Office (refer to table 3.1., rule 13 for address) with documentation at least 7 days before their board update suspense date. Maximum points are given for 201 or more flying hours. Advise candidates a request is not needed if their PCSM score already reflects at least 201 hours.

★A3.7. Retesting.

A3.7.1. Only two test administrations are authorized. Do not administer a retest (second test administration) until at least 180 days have passed from the date the BAT was initially administered. TCOs and TEs must inform all examinees that only one retest of the BAT is authorized. Examinees must inform the test administrator of a previous BAT administration. The test processing station automatically invalidates third and subsequent BAT data.

★A3.8. Distributing and Recording PCSM Scores. BAT data from the most recent test must be used as the scores of record for those individuals with more than one set of scores. No waivers will be granted. PCSM scores are available on the internet at <http://www.aetc.randolph.af.mil/sas/pcsm/>. Scores may also be obtained from the PCSM Program Management Office; HQ AFPC/DPPPWT; by calling DSN 665-2949 or 1-800-558-1404; or by accessing the AFPC web page.

★A3.9. Using Scores. Each accession source directs the use of PCSM scores for pilot training applicants. HQ AETC/CC has declared that the PCSM score will be used in the pilot selection process, but the weighting and use varies between accession sources.

Attachment 5

ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB)

A5.1. Purpose. The ASVAB evaluates specific aptitude areas and provides a percentile score related to requirements for selecting and classifying individuals for the Armed Services. There are two ASVAB testing programs--Student and Enlistment. The Student Testing Program applies to ASVAB testing in educational institutions such as high schools and vocational trade schools. The Enlistment Testing Program applies to ASVAB testing in authorized accessions testing facilities such as military entrance processing stations (MEPS) and mobile examining teams (MET). The Army is the executive agent for the overall ASVAB Testing Program. The Defense Manpower Data Center (DMDC) is the executive agent for ASVAB research and development.

A5.2. Description. The ASVAB produces four aptitude scores: Mechanical (M), Administrative (A), General (G), and Electronics (E) (MAGE). These scores are predictive of an individual's likelihood of succeeding through training for a variety of military occupations. There are several versions of the ASVAB, each of which is composed of subtests which are combined to provide the MAGE composites.

A5.3. Personnel Tested. Administer the ASVAB to all prior and nonprior service applicants for enlistment into the active Air Force, ANG, and AFRC.

A5.4. Ordering Materials. Only overseas active duty TCOs and TEs authorized to administer the ASVAB may order the materials listed in the *AFPT Catalog*.

A5.5. Administering the ASVAB:

A5.5.1. Student Testing Program. MEPS personnel administer and control student versions of the ASVAB. MEPCOM assigns school teachers or school officials to assist in administering and proctoring ASVAB testing sessions. Responsibilities for student testing in DoD schools overseas are assigned regionally to the recruiting services of the Armed Forces. In England and Spain (except Rota), MPF TCOs and TEs assist AFRS by administering student versions of the ASVAB in DoD schools as requested, scheduled, and coordinated by Air Force recruiters. MPF TCOs and TEs control the student version of the ASVAB used for overseas testing.

A5.5.2. Enlistment Testing Program. MEPSs and METs conduct enlistment testing for active duty requirements. At overseas locations, MPF TCOs and TEs administer and control enlistment versions of the ASVAB. Ensure USMEPCOM Form 714A, Request for Examination, is completed and signed before testing.

A5.6. Retesting. All procedures apply to both student and enlistment ASVAB administrations.

A5.6.1. Applicants should be given a retest only to verify scores that do not appear to reflect an applicant's true ability.

A5.6.2. Applicants must never be retested just so the individual can increase aptitude area scores to meet standards prescribed for enlistment options or programs. However, recruits in Basic Military Training may be readministered the ASVAB for refining or changing classification decisions.

A5.6.3. Administer the ASVAB in its entirety. Give the first retest at least 30 days after the initial test. Give the second retest at least 30 days after the first retest. Always use an alternate form for a retest. Give subsequent retests after a 6 month waiting period. For example, if a retest is administered on 16 October, the earliest date an applicant can retest is on or after 15 April.

★A5.6.4. Process requests for waivers to ASVAB retesting policy through the recruiting squadron via HQ AFRS/RSOP to HQ USAF/DPX. Only HQ USAF/DPX has authority to approve waivers.

A5.7. Recording ASVAB Scores. Hand score answer sheets and record scores on the DoD Form 1304.12K, ASVAB Worksheet, or a computer-generated listing. Send the original worksheet, together with the answer sheets and USMEPCOM Form 714A, to the address indicated in Table 3.1. Give copy two to the recruiter and maintain copy three at the MPF.

A5.8. Using Scores.

A5.8.1. Enlistment. Refer to AFI 36-2002, *Regular Air Force and Special Category Accessions*, for using ASVAB scores and Armed Forces Qualification Test (AFQT) scores required to select applicants for enlistment in the active Air Force and AFRC. For ANG enlistment, refer to ANGI 36-2002, *Enlistment and Reenlistment in the ANG and as a Reserve of the Air Force*, for using ASVAB scores to select applicants without prior ANG service.

A5.8.2. Classification and Assignment. Refer to AFMAN 36-2108 for using ASVAB scores in the classification and assignment of airmen.

A5.9. Disposing of Completed Answer Sheets. Use Table 3.1. for instructions on how and where to mail answer sheets based on test administration location.

A5.10. Additional Information. Refer to AFI 36-2002 and AETCI 36-2002, *Recruiting Procedures for the Air Force*, for additional information about enlistment in the Air Force and ASVAB testing.

Attachment 9

AIR FORCE PROMOTION TESTS

A9.1. Promotion Testing Program. Includes administration of SKTs, PFEs, and USAFSEs. These tests measure airmen's specialty and military knowledge and produce test scores for promotion. These scores are used in a weighted-factor promotion system to promote airmen to staff sergeant through master sergeant and are included in a combination of weighted and board scores for promotion to senior and chief master sergeant. Scores achieved on promotion tests contribute to each person's total score used in promotion selections.

A9.2. What Promotion Tests Measure. The PFE and SKT measure a member's broad knowledge of the military and their specific specialty requirements, respectively. The USAFSE measures knowledge of supervisory and managerial responsibilities required and desired of senior NCOs.

A9.3. Description of Promotion Tests.

A9.3.1. SKT, PFE, and USAFSE: 100-item, multiple-choice tests, each taking approximately 2 hours to administer, including instructions.

A9.3.1.1. SKT. Measures members' knowledge of their career field. Topics covered in SKTs are normally limited to those contained in the CFETP for each AFS. References to support the SKT are normally CDCs or other publications listed as technical references on the CFETP. Publications used as SKT reference must be available Air Force-wide. All study references used to support SKT development are listed in the *WAPS Catalog*. The *WAPS Catalog* is revised annually, published on 1 August, and available on the AFPC web page.

A9.3.1.2. PFE. Measures military and supervisory knowledge. Test content is based on information in AFPAM 36-2241, Volume 1.

A9.3.1.3. USAFSE. Measures military, supervisory, and managerial knowledge. Test content is based on information in AFPAM 36-2241, Volumes 1 and 2.

A9.4. Promotion Test Development. AFOMS/TE develops all promotion tests and associated materials, using the following minimum guidelines:

A9.4.1. Senior NCO SMEs with practical field experience determine the content of the SKT. They use the CFETP, occupational analysis data, and their own experience to clearly tie test content to performance of important tasks in the specialty. The SMEs who write the PFE and USAFSE use the Military Knowledge and Testing Standard (MKTS) and MKTS survey data in a similar way to write these tests.

A9.4.2. Write test questions using accepted principles of test construction for multiple-choice knowledge tests, including appropriate discrimination and difficulty indices. Write all test questions appropriate to the skill and grade level being tested using standard, direct, and concise language.

A9.5. Personnel Tested. The PDS produces a list of members eligible for testing before each testing cycle. The TE schedules every member on this list for testing unless they are ineligible or unable to test for medical reasons (see paragraph A9.11.3). Always give the current revision.

A9.5.1. SKTs. Give the SKT to all members eligible for and desiring promotion consideration to the grades of staff, technical, and master sergeant. Give them the SKT for the AFSC in which they are competing for promotion. Refer to All-TCO letter for specific SKT exemptions. Refer to AFI 36-2502, *Airman Promotion Program*, for additional information on SKT exemptions (such as retraining).

A9.5.2. USAFSEs. Give the USAFSE to all members eligible for and desiring promotion consideration to the grades of senior and chief master sergeant.

A9.6. Selection of SMEs for Test Development. For USAFSE and PFE test development projects, HQ AFPC/DPPPWT, in conjunction with AFOMS/TE, announces nomination procedures by memorandum approximately 120 days before each project date. For SKTs, projected SME requirements are listed in the TPD 2 years in advance of the project date. The following procedures are used to select SMEs for test development projects:

A9.6.1. MAJCOM Actions. For USAFSEs and PFEs, the MAJCOMs will use a command nomination process. CMSgts or CMSgt selectees write the USAFSEs. SMSgt selectees and above write the PFEs. For SKTs, MAJCOMs will select SMEs MSgt, MSgt selectees or above who are technical experts in their specialty. SKT SME selections are coordinated with the MAJCOM functional manager to select the most capable members. For SKT SME selections, do not select members from overseas units. *EXCEPTION:* HQ Air Intelligence Agency (AIA) may select members assigned to

overseas units when determined to be in the best interest of the test development project. AFOMS/TE may determine other instances in which overseas SMEs are required in order to support test validity. Additionally, MAJCOMs will perform the following actions in support of SME selection:

A9.6.1.1. Adhere to required timelines as specified in the TPD.

A9.6.1.2. Request SME release from levies in writing to AFOMS/TE as soon as possible with justification so that rapid relevy action can be taken if necessary. Request SME release only for extreme or unforeseen circumstances.

A9.6.1.3. Advise the unit levied that AFOMS will fund the TDY.

A9.6.1.4. Comply with the TPD for nomination and assignment of SMEs.

A9.6.2. Unit Commanders. Personally interview each nominee to ensure they meet the following requirements. (MPFs will provide the unit commander a list of these requirements before the interview.)

A9.6.2.1. For SKTs, SMEs must:

A9.6.2.1.1. Hold the rank of MSgt or selectee, SMSgt, or CMSgt (MSgts are preferred).

A9.6.2.1.2. Possess the 7-skill level for and work in the AFS for which they are scheduled to write tests. NCOs who possess the 9-skill level may be selected if they have advanced from the career ladder for which the tests are being developed.

A9.6.2.1.3. Be familiar with the major types of equipment and duties in the specialty, have extensive background in the career field (including technical training where appropriate courses are available), and have working knowledge of primary reference material in the career field.

A9.6.2.1.4. Have good verbal and writing abilities.

A9.6.2.1.5. Have no personal or family problems, or future TDY requirements that would interfere with availability for the entire TDY, excluding unforeseen emergencies.

A9.6.2.1.6. Have no spouse or immediate family member (defined as children, stepchildren, and siblings) in the Air Force below the grade of MSgt in the same career field or family member married to someone below the grade of MSgt in the same career field.

A9.6.2.2. For PFE and USAFSE. HQ AFPC/DPPPWT will provide SME requirements with the nomination procedures referred to in paragraph A9.6. Unit commanders will ensure each selectee meets the requirements specified by HQ AFPC/DPPPWT.

A9.6.2.3. For all promotion tests. Unit commanders will advise SMEs they are responsible to AFOMS for their test-writing duties before, during, and after their test-

development TDY. If SMEs have any test-related concerns after their test project, they will be addressed to only AFOMS or HQ AFPC/DPPPWT. AFOMS will provide an approved description of test-writing duties to be used in the trip report. The trip report will not contain any additional test development information unless approved by AFOMS. If any concerns arise that are not satisfactorily resolved by AFOMS or HQ AFPC/DPPPWT, they will only be elevated through IG channels.

★A9.6.3. MAJCOM/DP Points of Contact. Points of contact at MAJCOM/DP will review derogatory information files for any information that would disqualify a senior NCO from serving as an SME on a promotion test development project. For every member nominated to be an SME, request a derogatory information check from HQ AFPC/DPSAM, and consider all such information before forwarding the name to AFOMS.

A9.6.4. MPFs. Upon receipt of the MAJCOM by-name levy or at least 4 weeks before the reporting date, provide the name, grade, duty telephone, and home mailing address of selected SMEs to AFOMS/TEXS. Prepare and send one copy of the TDY orders to AFOMS/TEXS, 1550 5th Street East, Randolph AFB TX 78150-4449 at least 2 weeks before the reporting date. Advise selected SMEs to contact AFOMS/TEXS at DSN 487-5234 if they have any questions about their TDY. This is particularly important for those personnel who receive short notice (less than 2 weeks) of their selection. When problems with SMEs occur, contact the appropriate MAJCOM for resolution.

A9.7. Obtaining WAPS Reference Material.

A9.7.1. Before the WAPS testing cycle begins, PDS flows a request for CDC reference material to AFIADL for each member eligible for promotion. AFIADL uses this information to automatically issue WAPS CDCs to each member eligible for promotion who was not previously issued the required material. Refer to the current *WAPS Catalog* for specific procedures on requisitioning WAPS CDC materials.

A9.7.2. Unit WAPS monitors order classified WAPS materials separately for unit members in intelligence AFSCs. Refer to the current *WAPS Catalog* for specific procedures.

A9.7.3. Unit WAPS monitors ensure non-CDC WAPS reference material is available at base, unit, or functional level on at least a 1:5 ratio. Upon member's request, order any study reference not locally available.

A9.7.4. If AFIADL or another source cannot provide a publication for study reference material, the MPF requests assistance from the MAJCOM. If possible, MAJCOMs must redistribute reference materials to meet the need. If unable to resolve, the MAJCOM training unit informs HQ AFPC/DPPPWT and AFOMS/TE of the problem. HQ AFPC/DPPPWT, in conjunction with AFOMS, resolves the reference material problem.

A9.8. Procuring Promotion Test Materials.

A9.8.1. The *AFPT Catalog* and periodic ALL-TCO Letters list current test materials for each cycle. Before the start of each testing cycle, AFOMS/TEA will request TCOs to fill out requirements for the cycle by accessing the TCO Ops web page located at <https://www-r.omsa.af.mil/omd>. After TCOs submit the request, AFOMS/TEA sends a verification e-mail listing the number of SKT, PFE, and USAFSE booklets to be shipped. For additional booklets, place a reorder through the web page and submit the request. Only order tests for known requirements.

A9.8.2. On receipt of the tests, the TCO and TE must jointly verify the correct number and types of tests have been received, sign the receipt form, and immediately return the receipt to AFOMS. *NOTE:* Do not open individually sealed test booklets. Only examinees are authorized to open individually sealed test booklets just prior to test administration. Ensure none of the individually sealed booklets are broken. If broken, follow the procedures in 1.15.4.

A9.9. Maintaining the Required AFPT Revision. All individually sealed test booklets which have been opened must be destroyed as directed by HQ AFPC/DPPPWT. TCOs will maintain only test booklets for established out-of-cycle testing requirements. All other PFE and USAFSE booklets must be destroyed. Tests are valid from the day following the cycle Promotion Eligibility Cutoff Date (PECD) and expire on the day of the next cycle PECD. Individuals still requiring testing after the next cycle PECD are not authorized to take expired tests (see paragraph A9.11 and A9.12). Contact AFPC/DPPPWT for guidance if this occurs.

A9.10. Scheduling Promotion Testing. TCOs and TEs will adhere to the following promotion testing cycles and schedule all promotion eligibles during the allocated testing window for each grade.

<u>Cycle</u>	<u>Testing Window</u>
SSgt	1 - 31 May
TSgt	15 Feb - 31 Mar
MSgt	15 Feb - 31 Mar
SMSgt	10 - 24 Jan
CMSgt	First week of Sep on Tues - Fri following Labor Day

A9.10.1. Members must be prepared to test on the first day of the testing cycle.

A9.10.2. If a member is present for any portion of the test cycle, he/she must test prior to TDY/PCS departure. *EXCEPTION:* Members who will be unavailable during the entire testing cycle due to a PCS or scheduled TDY must be prepared to test before departure even if the departure is before the first day of the testing cycle. Testing up to 10 duty

days before the announced cycle is authorized. A waiver from HQ AFPC/DPPPWT will be required to test more than 10 duty days prior to the announced cycle. Testing early does not require member's concurrence.

A9.10.2.1. Members who decline to test early when directed to test become ineligible for promotion for the remainder of the cycle.

★A9.10.2.2. MSS commanders may approve exceptions to this requirement on a case-by-case basis in rare circumstances where one or more of the following conditions exist: scheduling the member before departure will result in degradation of the mission; scheduling the member before departure will not allow the required 60-day minimum study time access as described below; or TDY notification was 10 calendar days or less before departure and the member had no advance notice of the tasking or its probability.

A9.10.3. Do not test a member outside the established testing cycle except as stated in this instruction.

A9.10.4. Schedule testing early in the cycle until testing is completed. Testing late in the cycle should be the exception. Also work with units to cover unusual circumstances.

★A9.10.5. Do not delay testing to give additional study time unless members did not have access to study reference materials at least 60 days before their test date. Members may request a delay in testing when study reference materials are not received provided they have initiated follow-up action in a timely manner (at least 60 days before start of testing cycle). *NOTE:* The 60 day study time period refers to minimum amount of time member must have access to study materials, not time required for notification of testing date.

A9.10.6. Personnel Departing Permanent Change of Station (PCS). If you cannot test a member before departing PCS (without temporary duty [TDY] en route), provide an AF Form 1566, WAPS Test Verification, with parts I and II completed or RIP 1566, Notification of WAPS Promotion Testing, to the gaining MPF. If the member will be TDY (including TDY en route), the losing MPF sends the AF Form 1566 or RIP 1566 to the MPF servicing the TDY location for timely testing of the member. In the case of TDY en route, the losing MPF must advise the gaining MPF of these actions.

A9.10.7. Personnel Departing TDY. If the TDY period begins before the testing cycle starts and extends beyond the end of the testing cycle, test members at the TDY location if testing facilities are available and TDY requirements permit testing. Members TDY during the entire testing cycle who cannot test at the TDY location will be tested prior to the testing cycle in accordance with paragraph A9.10. above. Test members who cannot be tested prior to departure or at the TDY location as soon as possible upon their return.

A9.10.8. Personnel Departing to Contingency Operations. TCOs and TEs will use the following procedures for personnel deployed (before their testing cycle begins) to real world contingency operations with limited objectives (less than general or limited war), not including exercises:

A9.10.8.1. Give all members who deploy at least 90 days in support of a contingency operation 60 calendar days preparation time (which includes any leave taken upon completion of the contingency TDY) before testing them for promotion. Members must ensure they receive the authorized preparation time. Those who test early waive their right to the full 60 days preparation time. Complete promotion testing between 60 to 75 days after members return from deployment.

A9.10.8.2. Give all members who deploy for less than 90 days a delay in testing up to 30 days upon request from the unit commander. The unit commander must base this request on the duration of deployment and the conditions at the deployed location.

A9.10.8.3. Commanders' support staffs will advise MPFs as soon as possible when a member requiring testing is scheduled for deployment so that testing can be accomplished before departure. Commanders' support staffs and MPFs must advise deploying members to take their study references with them whenever possible.

A9.10.9. Rescheduling must be kept to a minimum to preclude disruption of the testing cycle and ensure timely promotion consideration.

A9.10.9.1. Do not reschedule members to accommodate normal leave unless it was approved prior to notification of their test date.

A9.10.9.2. Test date changes must only be made for documented family or medical emergencies and sick call.

A9.10.9.3. Exercises and inspections are not justification for rescheduling test dates.

A9.10.9.4. Do not reschedule test dates because a member wants additional study time. *EXCEPTION:* Reschedule testing when the original test date does not give the member at least 60 days access to study reference materials provided the member initiated follow-up action prior to signing the AF Form 1566 or RIP 1566.

A9.10.9.5. Requests to change scheduled test dates for reasons other than documented TDY, family or medical emergencies, medical conditions precluding testing (AF Form 422, Physical Profile Serial Report), or sick call must be submitted through the unit commander to the MSS Commander for final approval. This authority may not be delegated.

A9.11. Testing after the Normal Test Cycle. Only test members out-of-cycle if they are late gains, previously overlooked, deployed, medically excused, or TDY for the duration of the cycle. Tests are valid starting on the day following the cycle PECD and expire on the day of the next cycle PECD (1 Jan for E6/7, 1 Apr for E5, 1 Aug for E9, and 1 Oct for E8). For example, 02E6 tests will be valid from 1 Jan 02 through 31 Dec 02. Never administer an obsolete test for a member authorized supplemental promotion consideration. Explain supplemental promotion procedures to the affected members (refer to AFI 36-2502). When a member is competing for promotion for more than one cycle, he or she takes only the current version(s) of the test and the test results are applied retroactively to the applicable cycle(s). Airmen authorized supplemental promotion

consideration who do not have test scores for that cycle use WAPS test scores from the first testing cycle following the supplemental promotion cycle for which test scores are available.

A9.11.1. The MPF Commander approves all out-of-cycle testing except for medical deferment as specified in paragraph A9.11.3.

A9.11.2. Members who become eligible unexpectedly (e.g., supplementally promoted or correction of records action) must receive at least 60 days access to study reference material prior to testing. Do not give additional study time to members who were eligible but not tested since it is their responsibility to be ready to test on the first day of the testing cycle.

★A9.11.3. Excuse members from testing during the appropriate test cycle for medical reasons if they have an AF Form 422 from the installation medical treatment facility. The AF Form 422 will indicate if the member is or is not medically able to study during this period. Schedule testing after the release date of the temporary restriction listed on the AF Form 422. If the condition still exists after that date, the member must obtain a new AF Form 422. Counsel members that unless they were restricted from studying, they will be tested upon release with no additional study time allowed and must prepare themselves accordingly. Give personnel who cannot study due to classified or restricted references 60 days study time access upon medical clearance before testing. If notified in advance, provide an escort to those members with an AF Form 422 indicating they may need a restroom break during testing. Escorts must meet the same grade requirements as TEs.

A9.11.4. Test patients assigned to Air Force medical facilities who have study references and are well enough to test as determined by the physician and unit commander. Test patients who were in a non-Air Force hospital upon return to duty or transfer to an Air Force facility. When scheduling these members for testing, ensure they have at least 60 days access to study reference material.

A9.11.5. Indicate the reason for any out-of-cycle testing on the test roster when the answer sheets are mailed to AFPC for scoring. Include dates of TDYs and other pertinent details.

A9.12. Supplemental Testing. Test members for supplemental promotion consideration according to the individual test requirements provided by HQ AFPC/DPPPWM. Always give the current revision. Tests are valid starting on the day following the cycle PECD and expire on the day of the next cycle PECD. For example, 00E6 tests will be valid from 1 Jan 00 through 31 Dec 00. Never administer an obsolete test for supplemental promotion consideration.

A9.13. Testing Notification. TCOs or TEs must coordinate test dates between MPFs, unit WAPS monitors, and unit commanders. The unit commander must notify and direct members to report for testing as scheduled. The unit commander also advises members that failure to show or late arrival will render them ineligible for promotion for that cycle.

except when rescheduling is approved (see A9.14.). The member completes AF Form 1566 or RIP 1566. The WAPS monitor returns the original to the MPF and gives a copy to the member.

A9.13.1. By signing the AF Form 1566 or RIP 1566, the member acknowledges receipt of the scheduled testing appointment and verifies access to current WAPS study reference materials. If applicable, the member also makes an election regarding an SKT exemption.

A9.13.2. Members who decline promotion testing complete the 1st indorsement, paragraph 2 of the RIP. All testing declinations must be done in the presence of, and signed by, a witness. The MPF or unit WAPS monitor counsels the member that declining to test will make him or her ineligible for promotion for that cycle. Tell first-term airmen with separation dates that testing protects promotion eligibility in the event their reenlistment intent changes. Tell them refusal to test disqualifies them from receiving separation pay, if otherwise qualified for such pay.

A9.13.3. Do not permit a person to withdraw a declination statement unless there are unusual humanitarian reasons. If fully justified, wing commanders or equivalent may approve the withdrawal of a declination statement for unusual circumstances or hardship reasons at any time. This authority may not be delegated. If promotion selections have been made, HQ AFPC/DPPPW is the approval authority for withdrawal of a declination statement.

A9.13.4. If a member elects not to complete the AF Form 1566 or RIP 1566, it constitutes refusal to test and will render the member ineligible for promotion for the current cycle. *EXCEPTION:* A member is not rendered ineligible for refusal to complete AF Form 1566 or RIP 1566 because he or she does not have access to current WAPS study reference materials.

A9.14. No-Shows for Testing. The unit commander may request rescheduling of members who did not report for testing as specified on the AF Form 1566 or RIP 1566 if they are convinced the member did everything in his or her power to make the appointment.

A9.14.1. MPF Commander is the final approval authority for rescheduling due to circumstances outside the member's control.

A9.14.2. Reasons such as oversleeping, marking the wrong date or time on the calendar, reporting to the wrong building or room, forgetting test date, failure to show in military uniform, failure to bring military identification card, or simply being late are not valid reasons for missing a test date and rescheduling should not be authorized. Requests for rescheduling for reasons which appear to be within the member's control but for which unit commanders are requesting rescheduling should be forwarded to the MSS Commander for final determination.

A9.14.3. Do not allow members in the testing room after the starting time recorded on the 1566 RIP. All examinees must be on time.

A9.15. No Valid Test Score. The following procedures apply when members have tested but do not have a valid test score:

★A9.15.1. Member took wrong SKT. When a member took the wrong SKT, schedule and administer the correct test as soon as possible after the error is found if the member is notified within 15 calendar days of the faulty administration. If more than 15 days have elapsed, provide the member additional study time access to study materials (up to 30 days) before administering the correct test. *EXCEPTION:* If the member was administered an SKT for the wrong shredout of an AFSC, request testing instructions from HQ AFPC/DPPPWT and HQ/DPPPWM. Regardless of the circumstances, forward all answer sheets with any answers marked to HQ AFPC/DPPPWT. Annotate sheets "erroneously administered test." Do not destroy answer sheets (whether partially or fully completed) under any circumstances.

A9.15.2. Member took incorrect version of the PFE/USAFSE. Do not administer the correct test. The test results will be scored and an adjusted test score calculated that is comparable to scores from the correct version.

A9.15.3. Test answer sheet inadvertently destroyed, lost in the mail, received in a condition that prevents scoring, or testing conditions invalidate test administration. Member will be required to retest. Under no circumstances may a member retake the same test. Member will be contacted by AFPC/DPPPW concerning specific testing requirements.

A9.16. Preparing and Mailing Materials for Scoring.

A9.16.1. Answer Sheets and Test Rosters. Review all answer sheets (AFPTs 851) and test rosters (AFPTs 237) per AFPT 250. See table 3.1.

A9.16.2. Packaging and Mailing. TCOs and TEs may mail WAPS and USAFSE answer sheets together with separate rosters. Include answer sheets for any promotion test given by mistake or approved for readministration in regular WAPS or USAFSE packages under transmittal memorandums citing circumstances or authority for retesting. Mail daily if possible but do not keep answer sheets longer than 5 duty days. If you have an STCO, mail test materials within 5 duty days of receipt from the STCO.

A9.16.3. Package Control. Set up a control log for WAPS and USAFSE accounts at the beginning of each calendar year or when a new test facility is established. Use separate control logs for each TCO account. Number packages sequentially beginning each year with 001. If you have test answer sheets from the previous year not mailed until January, number them from the previous year's log book. If a member is tested in December for a cycle beginning in January of the next year, the package should be logged to the new year's log book. Indicate the last package of the year: *EXAMPLE:* TCO 1325-096-300 LAST PACKAGE CY 01. Indicate the assigned package number and the TCO account number immediately to the right of the unit designation in the return address element on the outside of each package. An example for the correct recording on the package wrapper:

The numbers illustrate: 1560 - TCO account number, 012 - package sequence number, and 050 - number of answer sheets enclosed in the package. When there is a break in the sequence of package numbers from an individual TCO account, HQ AFPC/DPPPW notifies the TCO to begin tracer action.

A9.17. Score Notices. After promotion lists are announced for a particular grade, AFPC sends each member considered for promotion a score notice RIP. It will indicate the promotion score cutoff, the member's test scores, and points for all other factors.

A9.18. Score Verification. If a member has evidence indicating a scoring error occurred, he or she forwards this evidence with a request for verification to the MPF for action. A request for verification of test scores will only be considered when there is substantial evidence a scoring error may have occurred. The MPF disapproves requests for verification based on identical test scores, same score as previous year, several identical scores within the same AFSC or unit, drop in test scores, or missing promotion by a narrow margin. Also, disapprove requests based on a member's belief that test scores do not reflect his or her study efforts or that post-test review of his or her study materials identified more correct answers than reflected in the score. The MPF forwards requests with substantial evidence of an error through the MAJCOM TCO to HQ AFPC/DPPPW for action.

A9.19. Release of Promotion and Testing Results. Any member not specifically authorized by HQ AFPC/DPP is prohibited from providing or obtaining enlisted promotion and testing results before official promotion release.

A9.20. Use of Test Scores. The only purpose of SKT, PFE, and USAFSE scores is to assess a member's specialty and military knowledge for promotion consideration in the WAPS/Senior NCO Promotion System. Other than promotion and testing personnel for official actions, the examinee and his/her unit commander are the only individuals authorized access to the test results. All other requests for access to test scores for any other use are not authorized.

Attachment 11

FOREIGN LANGUAGE PROFICIENCY PAY (FLPP)

A11.1. What is FLPP.

A11.1.1. FLPP is a monthly monetary incentive paid to eligible and qualified military and civilian personnel possessing foreign language proficiency. The objective of FLPP is to encourage the acquisition, maintenance, and enhancement of foreign language skills vital to national defense. The ability of the Air Force to interact in the international arena and respond effectively to any global contingency mandates the need for qualified personnel to communicate with our allies and the local populations as well as with our adversaries.

A11.1.2. FLPP is an incentive for Air Force military and civilian personnel to pursue self-study of comprehensive language fluency to enhance and maintain language skills at or beyond the limited proficiency required for job and mission performance. Individual participation is voluntary. A member's application, qualification, and receipt of FLPP constitute acknowledgment that he or she may be called upon to respond to global contingency requirements.

A11.2. Who Authorizes FLPP.

A11.2.1. FLPP is authorized under provisions of Title 37, U.S.C., Section 316, and Public Law (PL) 99-661, National Defense Authorization Act for Fiscal Year 1987, and PL 106-65, National Defense Authorization Act for Fiscal Year 2000, and is administered according to DoD Military Pay and Allowances Entitlements Manual.

A11.2.2. The Secretary of the Air Force (SAF) determines which foreign languages, specialties, and duties fall under the Air Force FLPP Program. SAF may initiate, terminate, increase, or decrease FLPP within the scope of PL 99-661.

A11.2.3. The Associate Director Intelligence, Surveillance, and Reconnaissance, HQ USAF/XOIIFM is the service program manager (SPM) for the Air Force Foreign Language Program (AFFLP) and FLPP. HQ USAF/XOIIFM represents the Air Force in the Defense Foreign Language Program (DFLP). The SPM provides management policy for the development, coordination, and conduct of the FLPP Program as well as for the AFFLP. At the direction of HQ USAF/XOIIFM, attachment 11 assigns responsibilities required to administer FLPP under uniform policy within existing directives. HQ USAF/XOIIFM also approves language-designated positions (LDP) in agencies employing Air Force personnel and determines which languages are authorized FLPP within the Air Force.

A11.3. Requirements for FLPP Eligibility.

A11.3.1. Active-duty members must:

A11.3.1.1. Be entitled to basic pay under Title 37, U.S.C, Section 204.

A11.3.1.2. Be certified as proficient on a DLPT or DLRPT or by telephone interview in an authorized foreign language. Title 37, U.S.C., Section 316, and PL 99-661, National Defense Authorization Act for Fiscal Year 1987, require language recertification within the past 12 months to be eligible for FLPP. For example, if a member certifies the first year on 15 Aug and does not certify until 17 Oct of the following year, he or she will not be eligible for FLPP from 16 Aug -16 Oct. The responsibility to retest in a timely manner is the responsibility of the member. *EXCEPTION:* A member who is unable to recertify within 12 months because of a contingency operation that prevents retesting will be granted a waiver up to 180 days and remains entitled to FLPP. The member is responsible for testing within 45 days of completion of contingency. If the member fails to retest, FLPP will terminate effective the last day of the contingency deployment. When possible, the member must test prior to departure on the contingency, but at least 6 months must elapse between test administrations.

A11.3.1.3. Be recommended to receive the pay by their commander (see AFPAM 36-2620 for example of commander's memorandum).

A11.3.1.4. Possess a minimum SECRET security clearance.

A11.3.2. Reserve component members must:

A11.3.2.1. Be entitled to compensation under Title 37, U.S.C., Section 206.

A11.3.2.2. Meet the same requirements as active-duty members. These members receive 1/30th of the authorized monthly amount for each paid period of inactive duty training and for each day of active duty performed.

A11.3.3. DOD civilian personnel.

A11.3.3.1. Current civilian employees as outlined in attachment 13.

A11.4. FLPP Qualification.

A11.4.1. Personnel will qualify annually for FLPP by taking the DLPT/DLRPT or telephone interview in the language to which they are assigned or qualified. Those individuals assigned in a foreign country where Air Force representation or installations are not normally located should test before reporting to the country whenever possible. All personnel selected for intermediate or advanced language training conducted at DLI must test prior to departing their losing unit as part of outprocessing. Waivers of up to 180 days for contingency deployments may be granted.

A11.4.2. The TCO or TE schedules and conducts annual DLPT/DLRPT testing in a manner that ensures members receiving FLPP test within 12 months but not sooner than 6 months since their previous administration.

A11.4.3. Individuals will contact the MPF to arrange for initial and annual testing, understanding that failure to test as scheduled may result in loss of FLPP. The individual's request for initial testing must include acknowledgement that once qualified for FLPP, failure to retest annually will result in a loss of FLPP. AFPAM 36-2620 contains the recommended format for testing requests and commander's certification.

A11.4.4. Members must qualify in listening and reading. The listening section of the DLPT will be administered first. Members will not be administered the speaking test for FLPP qualification unless HQ USAF/XOIIFM establishes the additional requirement or unless the member is a Spanish-speaking 1C1XX. Refer to paragraph A10.5 to arrange a telephone interview for FLPP qualification if a DLPT or DLRPT is not available in a particular language for which FLPP is authorized. Even though reading is not directly assessed in a telephonic interview, the reading skill is assumed to be equivalent to the listening and speaking and updated accordingly in MilPDS. If an individual's language proficiency cannot be evaluated through testing or interview, he or she cannot be certified for FLPP.

A11.4.5. Individuals who fail to qualify in a language cannot retest in that same language until at least 6 months have passed from the date the test was last administered unless granted an exception by HQ AFPC/DPPPWT. This is a mandatory requirement and cannot be waived unless an individual has participated in vigorous formal training to increase language proficiency or is required to test as a result of selection to attend intermediate or advanced language training at DLI. HQ AFPC/DPPPWT and HQ USAF/XOIIFM will determine if training meets this criteria. TCOs may administer a DLPT to a member in a different language prior to 6 months when the member is reassigned to another LDP that requires a different language. The member's commander must recommend member to test in this second language.

A11.4.6. FLPP is effective the date of testing. Individuals must be indorsed by the commander prior to testing. The commander's indorsement indicates the member is available for global contingencies. The commander's indorsement also indicates the member is of character and quality suitable for worldwide deployment. A commander can only deny a member from applying for FLPP for quality force reasons. A commander cannot deny a member from applying for FLPP due to local manning conditions.

A11.4.7. Pipeline students undergoing basic language training are not eligible for FLPP until successful completion of 3-skill level training. Students will receive FLPP authorization upon PCS to gaining unit. DLPT scores from DLIFLC are valid for FLPP (refer to Table A11.3.).

A11.4.8. Members TDY for at least 30 consecutive days in an LDP are eligible for FLPP with their commander's certification. Test these members upon return from TDY unless certification of proficiency is required prior to departure. In either case, use test scores obtained to determine FLPP qualification.

A11.5. FLPP Recertification.

A11.5.1. Individuals receiving FLPP must recertify within 12 months (or 18 months when called or recalled to duty in support of a contingency operation) *(NOTE: This verbiage taken directly from DODFMR Vol 7A--the intent is to continue pay through the contingency. Pay should stop if member isn't tested within 45 days of return)* of previous test. Recertified FLPP pay is effective from testing recertification date until anniversary date of following year. Pay rate changes for members recertifying are effective date of recertification test. Members qualified in more than one dialect of a language will only receive pay for one dialect.

A11.5.2. If an individual is unavailable to retest within 12 months because of contingency, the commander must certify that the member was unavailable for testing and will retest within 45 days of becoming available. In these cases, FLPP payments will be continued through the 180-day waiver, but will be terminated if the member fails to requalify within 45 days of availability. Under no circumstance can a member begin to receive another 12 months of FLPP without recertification. This will not be waived.

★A11.5.3. Individuals may be eligible for FLPP for more than one language (Spanish, Tagalog, Cebuano/Visayan, and Ilocano are excluded from second-language qualification unless the individual qualifies for FLPP 1). Members assigned to LDPs and Crypto-Linguist personnel must attempt to qualify first in the language of the assigned LDP or Crypto-Linguist equivalent. Personnel serving in either AFSC 1A8XX or 1N3XX are required to take the DLPT in all languages for which they hold the AFSC or for which the DOD has paid for foreign language training. However, failure to qualify in the assigned language does not preclude the member from attempting to qualify in another language and receiving the FLPP 2 pay.

A11.5.4. Individuals must inform their commander of any changes in proficiency that may affect continued eligibility for FLPP.

A11.6. Quarterly Reconciliation. TCOs must perform quarterly reconciliations between pay data in Defense Joint Military Pay System (DJMS), personnel data in PDS, and testing results. The quarterly reconciliations will be forward to each MAJCOM TCO for verification.

A11.7. FLPP Payment.

A11.7.1. An individual may receive pay for more than one language although total payment will not exceed \$300 per month for Career Linguists and \$150 per month for all others. Members qualified in more than one dialect of a language will only receive pay for one dialect.

A11.7.2. Both the Listening and Reading Proficiency levels will be used to determine the amount of pay. There is neither payment for proficiency below level 2 nor an increase in payment for proficiency higher than level 3. All language difficulty categories receive the same pay. Use the matrix below to determine the amount of monthly payment.

FLPP I: Career Linguists. Include AFSCs that require language capability to perform their duties (Ground and Airborne Crypto-Linguist, HUMINT, FAO.) Individuals must be serving in a DAFSC (1A8XXX, 1N3XXX, 1N200 with 1N3XXX career path, 9L000, 8D000, 1C1XX - Spanish Only, and 16FX) that requires language capability or a Language Designated Position (LDP.)

PROFICIENCY LEVELS	PDS CODE	PAYMENT*
L2/R2	E	\$100
L2/R2+ OR L2+/R2	E/F OR F/E	\$125
L2+/R2+ OR L2/R3 OR L3/R2	F	\$150
L2+/R3 OR L3/R2+	F/G OR G/F	\$175
L3/R3	G	\$200

*Additional \$100 for second language at L2/R2 or better

FLPP II: All Others

PROFICIENCY LEVELS	PDS CODE	PAYMENT*
L2/R2	E	\$50
L2/R2+ OR L2+/R2	E/F OR F/E	\$62.50
L2+/R2+ OR L2/R3 OR L3/R2	F	\$75
L2+/R3 OR L3/R2+	F/G OR G/F	\$87.50
L3/R3	G	\$100

*Additional \$50 for second language at L2/R2 or better

★NOTE: Spanish, Tagalog, Cebuano/Visayan, and Ilocano speakers must be serving in an LDP or language-inherent career field (1A8XXX, 1N3XXX or 1N200 with 1N3XXX career path), reporting identifier (9L000), Air Traffic Control (AFSC 1C1XX), special-duty identifier (8D000), or 16FX to qualify for FLPP.

A11.7.3. The Defense Finance and Accounting Service Military Pay Directorate (DFAS-DE) is the focal point for automated military pay transactions for payment of FLPP to qualified individuals. DFAS-DE must submit documentation on FLPP expenditures to the SPM upon request.

A11.8. LDP Validation.

A11.8.1. Unit commanders must take action to code all duty positions requiring language proficiency to perform the mission. These coded positions ensure training requirements are identified to provide fully qualified linguists. The SPM or designee approves all LDPs on an AF Form 1780, Request to Establish/Change Foreign Language Designated Position (LDP) or Language Capability Position (LCP), as described in table 11.2.

A11.8.2. Do not submit an AF Form 1780 to validate duty positions in the Crypto-Linguist career field or any special duty identifier (SDI) requiring foreign language proficiency in the duty description.

A11.8.3. LDPs are identified on the manpower files by an AFSC, a 2-digit alpha code for the language required, and a 1-digit alpha code indicating the proficiency level required for listening, reading, and speaking.

A11.9. Program Management.

A11.9.1. The using agency's appointed FLPM will:

A11.9.1.1. Establish and maintain a continuing program of identification, certification, and utilization of foreign language proficient personnel.

A11.9.1.2. Publicize and send to subordinate units all policy and procedural guidance received from HQ USAF/XOIIFM and HQ AFPC/DPPPWT on FLPP.

A11.9.1.3. Request authorization or deletion of LDPs in their command.

A11.9.1.4. Establish a command-level foreign language program in coordination with DLIFLC, Distance Education Division and USAF/XOIIFM. This includes assisting subordinate units in establishing, obtaining materials, and maintaining appropriate language maintenance facilities and programs.

A11.9.2. The Air Reserve Personnel Center (ARPC) monitors individual mobilization augmentee (IMA) personnel eligible for FLPP and requests the IMA closely coordinate test scheduling with the appropriate MPF. IMA personnel are to be tested at their assigned or attached MPF, whichever is most convenient for the member and least costly to the Air Force.

A11.9.3. MPFs will:

A11.9.3.1. Assist unit commanders by publicizing program requirements and identifying personnel requiring testing.

A11.9.3.2. Notify unit commanders and members of test results.

A11.9.3.3. Prepare appropriate source documents to update records, reports, and PDS to start, change, or stop FLPP.

A11.9.4. Unit commanders will:

A11.9.4.1. Identify and certify personnel eligible for FLPP.

A11.9.4.2. Certify memoranda or computer products to start, change, and stop FLPP.

A11.9.4.3. Validate and identify positions requiring language proficiency on manpower documents.

A11.9.4.4. In extenuating circumstances, authorize testing to be rescheduled upon a member's availability for testing after assignment to a location in which testing could not be conducted and FLPP was terminated.

A11.9.5. Individuals receiving FLPP will:

A11.9.5.1. Schedule initial and annual recertification testing.

A11.9.5.2. Understand that failure to recertify within 12 months of testing will result in a loss of FLPP.

A11.9.5.3. Contact their MPF promptly to resolve any payment problems or discrepancies.

★Table A11.1. Air Force Foreign Languages Approved for FLPP.

DIFFICULTY CATEGORY I					
LANGUAGE	CODE	LANGUAGE	CODE	LANGUAGE	CODE
Afrikaans	AA*	Haitian-Creole	HC	Norwegian	NR
Basque	BQ*	Icelandic	JC	Portuguese	
Danish	DA	Italian	JT	(Brazilian)	PQ
Dutch	DU	(Neapolitan)	JM*	(European)	PT
(Flemish)	FL*	(Sardinian)	JK*	Spanish	QB**
French	FR	(Sicilian)	JS*	Swedish	SY

DIFFICULTY CATEGORY II					
LANGUAGE	CODE	LANGUAGE	CODE	LANGUAGE	CODE
German	GM	Hausa	HS	Malay	ML*
(Bavarian)	GT*	Indonesian	JN	Romanian/ Moldavian	RQ
(Swiss)	GS*	Kashmiri	KB*		

DIFFICULTY CATEGORY III					
LANGUAGE	CODE	LANGUAGE	CODE	LANGUAGE	CODE
Albanian	AB	Greek	GR	Russian	RU
Amharic	AC	Hausa	HS	Serbo-Croatian	SC
Aramaic	AT*	Hebrew	HE	Shiluk	****
Armenian	AR*	Hindi	HJ	Sidamo	RD*
Assamese	AS*	Hungarian	HU	Sinhala	SJ*
Assyrian	****	Ilocano	JL**	Slovak	SK*
Azerbaijani	AX*	Javanese	JV*	Slovenian	SL
Baluchi	BT*	Kanarese	KA*	Somali	SM*
Bari	****	Kazakh	KE*	Sundanese	DE*
Basque	BQ*	Kirgiz	KM*	Swahili	SW
Bedawi-Beja	BE*	Kurdish-Kurmanji	KU*	Tadzhik	TB
Bengali	BN*	Kurdish-Sorani	****	Tagalog	TA**
Berber	BR*	Lao	LC	Tamil	TC*
Bihari	****	Latvian	LE*	Tatar	TM*
Bikol	CG*	Lithuanian	LT	Tausug/Moro	MH*
Brahui	****	Macedonian	MA*	Telugu	TE*
Belorussian	BL*	Malayalam	MN*	Thai	TH
Bulgarian	BU	Mongolian	MV*	Tigre	TN*
Burmese	BY	Nepalese	NE*	Tigrinya	TL*
Cambodian	CA	Nubian	NV*	Turkish	TU

Cebuano/ Visayan	VY***	Nuer	****	Turkmen	UB*
Chechen	CK*	Otuho	****	Uigher	UJ*
Circassian	****	Persian-Dari	PG*	Ukrainian	UK
Czech	CX	Persian-Farsi	PF	Uzbek	UX
Dinka	DJ*	Polish	PL	Vietnamese	VN
Estonian	ES*	Punjabi	PJ*	(Hanoi)	VN
Finnish	FJ*	Pushtu		(Central)	VC
Fur	****	(Afghan)	PV*	(Saigon)	VS*
Georgian	GG*	(Peshawari)	PW*	Zande	****

DIFFICULTY CATEGORY IV					
LANGUAGE	CODE	LANGUAGE	CODE	LANGUAGE	CODE
Arabic		(Syrian)	AP*	Chinese	
(Modern)	AD	(Tunisian)	BW*	(Anhwei)	CN*
(Classical)	AJ*	(Yemeni)	AU*	(Fukienese)	CF*
(Egyptian)	AE*	Chinese-Cantonese	CC	(G'ung)	CW*
(Jordanian)	AK*	Chinese-Fuchow	CQ*	(Toishan)	CT*
(Lebanese)	AQ*	Chinese-Hakka	CH*	(Wu)	CS*
(Libyan)	AL*	Chinese-Mandarin	CM	Japanese	JA
(Maghrebi)	AM*	Chinese Min Nan		Korean	KP
(Moroccan)	BS*	(Chinese-	CD*		

		Amoy)			
(Saudi)	AN*	(Chinese-Swatow)	YE*		
(Sudanese)	AV*				

* 1. Languages which do not have a current DLPT/DLRPT listed in *AFPT Catalog*. Refer to paragraph A11.4.4.

★** 2. Spanish, Tagalog, Cebuano/Visayan, and Ilocano speakers must be serving in an LDP or language-inherent AFSC.

★*** 3. Items 1 and 2 above apply.

★**** 4. Must use generic language digraph, HZ, until specific digraphs can be established; item 1 also applies.

Table A11.2. Instructions for Completing AF Form 1780, Request to Establish/Change Foreign Language Designated Position (LDP) or Language Capable Position (LCP).

1. Billet Type. Language Designated Positions (LDP) are those where use of foreign language is necessary in order to accomplish the mission. Language Capable Positions (LCP) are those where use of foreign language would be useful in accomplishing the mission.

2. Major Command. Self-explanatory.

3. Unit. Enter unit nomenclature including detachment number and unit location. Include full address. Do not use APO number.

4. PAS Code. Obtain from Unit Manpower Document (UMD) or Extended UMD (EUMD).

5. Organizational Identification. Obtain from UMD or EUMD.

6. Functional Account Code. Obtain from UMD or EUMD.

7. Air Force Specialty Code (AFSC). Enter authorized AFSC from UMD including prefix and suffix. When applicable, use only one AFSC.

8. Grade. Enter authorized grade from UMD.

9. Position Number. Enter position number from UMD. Only one position number can be affected by this request. A separate request must be completed for each position number.

10. Organizational Level. Enter the level of assignment.
11. Duty Title. Enter a descriptive duty title which thoroughly explains what the individual does. UMD duty titles such as Personnel Staff Officer do not suffice. Be specific. For example, Chief, Far East Branch, Intelligence Analysis Division.
12. Languages Required. Enter code for foreign language required. See table A11.1.
13. Change Requested. For new requirement -- check "Addition" only; to delete existing requirement -- check "Deletion" only; for change to existing requirement -- enter "From": the original requirement; enter in "To": the new requirement. *NOTE:* Item 17 should state whether the foreign language is added to an existing position or whether the position itself is added to the organization manpower data file.
14. Defense Language Proficiency Test Levels. Enter the proficiency skill level required for each - listening, reading, and speaking - as described in AFJI 14-107. Also, identify the percentages of duties in this billet which require listening, reading, and/or speaking a foreign language. This required proficiency level must be carefully determined and is critical to the establishment of firm training quotas.
- 14a. Mandatory Academic Training. Enter kind and level of academic training required. If an advanced academic degree is required, state the specialty and level (e.g., Latin American Studies -- Masters Degree). An advanced academic degree should not be required unless absolutely necessary for mission accomplishment. Refer to AFI 36-2302, *Professional Development*, for information on establishing a GEMS position. Other examples of academic training would be specific courses of study such as the German Political System or Soviet Military Tactics.
- 14b. Desired Academic Training. Enter kind and level of academic training desired.
15. Effective Date. Enter the date by quarter the LDP or LCP is to be effective (e.g., 1/98 [first quarter of FY 98]).
16. Number of Authorizations. Enter the total number of authorizations affected by this request. For officers, only one authorized billet can be affected. For enlisted personnel, up to nine people can be assigned against one position number; however, the number affected cannot be more than the number authorized for that position number on the UMD.
17. Job Description--Duties and Responsibilities. Describe what the individual does. Detail specific foreign language related requirements, including types of communication. Enter sufficient detail to enable reviewing officials to determine the propriety and need for an LDP or LCP.
18. Billet-Specific Foreign Language Justification. Explain why duties require foreign language proficiency and the impact if request is disapproved.
19. Originating Official. Position supervisor. (See note 1.)

20. Approving Official. Unit Commander. (See notes 1 and 2.) Forward the AF Form 1780 to the servicing Management Engineering Team representative, or for Joint and Defense agencies, to the servicing Joint Manpower Personnel Office (JMPO).
21. Reviewing Official. Servicing Management Engineering Team Representative. (See notes 1, 2, and 6.) For Joint or Defense Agencies, this block should be reviewed by the JMPO.
22. Command Foreign Language Program Manager (FLPM) Recommendation. Individual at MAJCOM level designated as the foreign language focal point. FLPM will forward it to MAJCOM AFSC Functional Manager. (See notes 1, 2, 5, and 6.)
23. Command AFSC Functional Manager Recommendation. Individual at MAJCOM level who has AFSC group or functional control over the position assesses for impact on AFSC within the MAJCOM. In those locations where the FLPM is also the AFSC functional manager, FLPM will also sign block 23. MAJCOM AFSC functional manager will forward to Air Force Career Field Manager. (See notes 1, 2, and 6.)
24. Air Force Career Field Manager Recommendation. Individual at HQ USAF level who has AFSC group or functional control over the position also assesses for impact on AFSC Air Force-wide. Consideration of manpower availability should not overshadow the validity of the requirement. If a valid requirement exists, LDP/LCP coding will generate a training requirement to provide a manpower pool. Air Force Career Field Manager will forward to HQ USAF/XOIIFM. (See notes 1, 2, and 6.)
25. Foreign Language Service Program Manager. HQ USAF/XOIIFM will make final approval/disapproval coordination and return original with signatures to command FLPM for the command's disposition. (See notes 1, 2, and 3.)
26. Date UMD Updated. Command Manpower and Organization individual completes the UMD update transaction, dates, and signs AF Form 1780. For Joint and Defense agencies, upon entry and completion, send the completed AF Form 1780 to the JMPO listed in block 21. (See note 4.)

NOTES:

1. Each signing official must forward the request to the next reviewing agency within 3 weeks of receipt.
2. Once this request has been approved by the unit commander, it must be forwarded through appropriate approval chain to the Command FLPM with final approval authority at HQ USAF/XOIIFM.
3. Completed requests are returned to the command FLPM for appropriate disposition to command agencies and Command Manpower and Organization offices for UMD entry, if applicable.

4. The Command Manpower and Organization office, JMPO, returns the form to the originating official with a copy to the command FLPM.
5. Incomplete forms, or those with unauthorized or missing signatures, will be returned to the command FLPM for corrective action.
6. Coordinating offices are to evaluate the positions in terms of the language requirement being necessary to accomplish the mission (peacetime and wartime) vice manning or manpower concerns. Designation of the LDP or LCP will generate a long-term training requirement which will eventually provide the required manpower pool.